



# Norfolk

Department of Planning & Community Development

Date: \_\_\_\_\_

RE: Project Name / Address

\_\_\_\_\_  
Permit Number: \_\_\_\_\_

## FOUNDATION ONLY PERMIT

This letter is to confirm our understanding concerning the issuance of a "Foundation Only" Permit for the above referenced project prior to the issuance of a complete Building Permit for said project. By accepting the "Foundation Only" Permit and proceeding with the construction of the foundation, you acknowledge that you agree to make any necessary changes to bring the foundation in compliance with mechanical, electrical, plumbing, and any other codes necessary during any subsequent plan reviews.

All construction pursuant to the "Foundation Only" Permit is undertaken at the contractor's and owner's risk, and the issuance of a "Foundation Only" Permit does not insure the immediate issuance of subsequent permits for the remainder of the project. The City of Norfolk shall not be liable for any construction encroachments into easements or into other properties belonging to other parties. Location of easements are the responsibility of the contractor and design professionals.

The City and its officers and employees shall not be liable to the contractor, any subcontractors, architects, engineers or the owner for any costs incurred to bring the foundation and the subsequent super structure into compliance with all codes that could be applicable after the completion of the foundation.

Sincerely,

Lynn Underwood, CBO  
Code Official

Acknowledged and agreed to this

\_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Contractor Date

\_\_\_\_\_  
Architect / Engineer Date

\_\_\_\_\_  
Owner Date

**NOTARY PUBLIC**